



Policy: 2401
Chapter: Facilities Management
Rule: Facilities Management

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The Arizona Department of Juvenile Corrections (ADJC) Facilities Management oversees the physical plants of the agency's facilities by providing supervision, administrative, maintenance, and construction services, technical assistance to each site, and, in conjunction with the Arizona Department of Administration (ADOA), manages construction and re-modeling projects.

Michael D. Branham, Director

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Definitions:

1. **Signs, Signage-** any identification, description, illustration, or device that is visible from any public place or is exposed to the public, and which directs attention to a product, message, service, place, person, entity, institution, event, business use, or cause. Categories of signs or signage include:
 - a. **Temporary-** Any emblem, symbol, logo, trademark, poster, banner, painting, flyer, handbill, sticker, flag, pennant, awning, placard, or other printed material displayed for a limited amount of time, which is designed to advertise, identify, or convey information.
 - b. **Permanent-** Any signs that are attached to buildings, structures, or landscape features; or freestanding monument signs, permanent plaques, or marquees.
 - c. **Fixed-** Frames or enclosures for either temporary or permanent signage.
 - d. **Directional-** Signs erected for the convenience of the public, such as signs identifying restrooms, public telephones, walkways, and similar features or facilities.
 - e. **Government-** Signs, notices, emblems, or other forms of identification erected or placed by authority of the local municipality or state agency which conform to state or federal laws or regulations generally pertaining to health and safety. Traffic control signs outside the institution property line are a common type of government signs (e.g. Traffic control signs outside the institution property line).

2. **Bulletin Boards-** A-frame sign holders used to display temporary directional signs or signs advertising for information on campus events or programs and/or environmental quality compliance notices.
3. **ADJC symbols-** refer to the words Arizona Department of Juvenile Corrections, the letters ADJC, the institution seal, the name or any visual representation of the institution, ADJC Changing Attitudes and Behaviors (ACAB), along with all other proprietary, trademark, or other identifiers of the institution, its programs, auxiliaries, and self-support operations.
4. **Mezzanine-** a story or floor in between two other stories or floors of greater height.
 - a. **Small Mezzanine-** shall be considered a room and numbered accordingly.
 - b. **Large Mezzanine-** shall be considered a floor and numbered accordingly.
5. **Construction Projects-** Any purchase of land, construction of a building facility, and improvements to existing secure facilities. Improvement is further defined to include:
 - a. Additions of buildings or systems, reconstruction, and alteration including temporary/portable executions of construction;
 - b. Rehabilitation of existing structures or a site improvement;
 - c. Permanent modifications to any structure or other development that has been constructed in accordance with approved contract documents prepared by a Registrant of the Arizona State Board of Technical Registration such as:
 - i. construction of streets;
 - ii. sidewalks;
 - iii. handball courts;
 - iv. weight lifting sheds;
 - v. utility extensions of systems;
 - vi. building additions or modifications;
 - vii. permanent modifications to a structure including mechanical, electrical, architectural or any other part of a building.
6. **Maintenance and Repairs-** Maintenance of a facility, or a system within a facility, done in a manner to maintain that asset in good condition and repair to preserve a facility's or a structure's usable life expectancy (e.g. plumbing, air conditioning, structural, architectural, or other systems).